



# Posting Lesson Plans, Daily Agendas, Notes, etc. in Skyward

## Skyward

There are a few options within Skyward to post items such as class notes, daily agendas, etc.

### Option 1 – Create a message and post to calendar.

For example, if you have weekly notes that you want student/parents to have at the beginning of the week, you can post the notes on the Monday of the week. See image below.

The screenshot shows the 'New Class Message for Selected Students' form in a web browser. The form is titled 'New Class Message for Selected Students' and includes the following sections:

- Add a New Message:** A text box for the message summary (containing 'Weekly Notes') is highlighted with a red box and labeled 'Enter a message name'. Below it is a larger text box for the message detail (containing 'Please review the attached Weekly Notes for the week of November 5 - 9.') also highlighted with a red box and labeled 'Enter a message description. You can also attach a file by clicking on Attach.'. To the right are buttons for 'Check Spelling', 'Save', and 'Attach (0)'.
- Posting Options:** Includes checkboxes for 'Post to Family Access', 'Post to Student Access', and 'Post to Calendar'. The 'Post to Calendar' checkbox is checked. A red box points to these three options with the text 'Click on Post to Family Access, Post to Student Access, and Post to Calendar.' Below this are fields for 'Post From', 'to', and 'Place on Calendar Date:'. The 'Text' field contains 'Weekly Notes'.
- Emailing Options:** Includes checkboxes for 'Send as Email on', 'Email to Students', 'Email to Guardians', and 'Display Additional details in the Email Body'. A red box points to the 'Email to Guardians' section with the text 'You can also email parents and students.' Below this are checkboxes for 'Heads of Household Only', 'Primary Guardians Only', 'Report Card Recipients Only', 'First Families Only', 'Send an Email For Each Student in Same Family', and 'Do Not Show Student Name in Body of Email'.
- Select students to receive the message:** A table with columns for 'Last Name', 'First Name', 'MI', and 'Gra'. The table is mostly obscured by a blue selection bar. Buttons for 'Select All' and 'Clear All' are visible.

### Option 2 – Create an Assignment in your Gradebook and Set it to No Count

Another option is to create an assignment in your gradebook and set the assignment to No Count. The assignment will automatically post to Family/Student Access but will not count toward the students grade.